This Workshop Covers:

- What will you be asked when you submit your thesis/dissertation?
- Preparing your document to upload
- Creating your account on the ETD Administrator website
- Forms and Surveys
- Resources
Submission Process

1. Publishing Options:
   - Open Access or Traditional Publishing
   - What is the difference?
   - Fees:
     - Open Access - $95
     - Traditional Publishing - $0
2. Do you want to embargo your manuscript?

• Why embargo your manuscript?

• For how long?
  6 months, 1 year or 2 years

• Where can I get help if I am unsure what to do?
Submission Process

3. Do want your work discoverable by major search engines such as Google, Yahoo!, etc.?
Traditional Publishing

Traditional Publishing at a Glance

- Embargo*
  - No search engine access → Sales through ProQuest after embargo expires
  - Search engine access → Sales through ProQuest after embargo expires

- No Embargo
  - No search engine access → Sales through ProQuest
  - Search engine access → Sales through ProQuest

Explanation:

Emargo: you may select a 6 month, 1 year, or 2 year embargo.
1. Only the bibliographic data and text of the abstract (as submitted on the GWU ETD Administrator site) are displayed in ProQuest and the WRLC Catalog during the stated embargo period.*
2. The full text is accessible through Proquest Database and the WRLC Aladin Catalog, after the embargo period has expired.*
* Authors may ask ProQuest to extend the embargo on their document and/or the sale of the document.

No Embargo:
1. The bibliographic data and text of the abstract (as submitted on the GWU ETD Administrator site), and full text are displayed in ProQuest and the WRLC Catalog immediately.
2. Copies are automatically available for purchase through ProQuest and authors are eligible to earn royalties over $25 dollars in sales.

Search Engine Access: Information on data available through third party search engines is available at Search Engines and Your Dissertation
Open Access Publishing

Open Access Publishing at a Glance

Open Access Publishing

- Embargo*
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- Search engine access
  - Sales through ProQuest after embargo expires

No Embargo

- No search engine access
  - Sales through ProQuest

- Search engine access
  - Sales through ProQuest

Explanation:
The entire document is openly available for anyone with an internet connection to read, download, save, and print the manuscript in its entirety through the WRLC Catalog and the ProQuest Databases.

Embargo:
1. Only the bibliographic data and text of the abstract as submitted on the GWU ETD Administrator site will be available during the stated embargo period. *
2. The full text is accessible through ProQuest Database and the WRLC Catalog, after the embargo period has expired. *
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Search Engine Access: Information on data available through third party search engines is available at Search Engines and Your Dissertation
Submission Process

4. Do you have permissions to use third party intellectual property?

- How do I get third party permission?
- ProQuest Copyright Guide
- Include permissions at the end of your manuscript.
Submission Process

5. Do you want to file for copyright?
   • Why file for copyright?
   • Should ProQuest to file for copyright on your behalf?
     Fee of $55.00 for copyright registration
   • File for Copyright Registration yourself:
     Fee of $35.00 - www.copyright.gov
Submission Process

6. Ordering copies of your manuscript
Preparing your Document

• University and School-Specific Formatting Guidelines.

• Embed your fonts when saving your Word document.
Preparing your Document

• Submit the entire document as a single .pdf EXCEPT for Supplementary Files.

• If the combined file size is 1,000 MB+, submit your ETD to the Library ETD Administrator on DVD or CD Rom.

• Contact the ETD Administrator at 202 994-2041 for assistance.
Forms

• Graduation Application

• **Completed** ETD Access/Approval Form: [http://library.gwu.edu/etd](http://library.gwu.edu/etd)

  • Give the completed ETD Access /Approval Form to your School Administrator when you upload your submission.

  • The information on this form is required to complete the final review process and to clear you for graduation.
Surveys

• For Ph.D. Candidates - Survey of Earned Doctorates
  • Surveys may be completed online. http://www.norc.org/Research/Projects/Pages/survey-of-earned-doctorates-(sed).aspx
  • Forward the confirmation email from the Survey of Earned Doctorates to your School Administrator.

• Student Graduation Survey:
  • This survey is online
  • Accessible from the end of the Survey of Earned Doctorates.
  • Completion of this survey is required to receive tickets the University Commencement Ceremony
Create an Account

• Create an account on the GWU ProQuest ETD website:
  ww.etdadmin.com/cgi-bin/school?siteId=55

• You will receive emails (from ProQuest) at various stages of the submission process.
  • Under **About You:** Use an email address you check on a regular basis and can handle .pdf documents.
  • Add proquest.com to your address book so emails do not go into your spam or trash box.
Resources & Guidelines

The following resources & guidelines are available to help you submit your dissertation or thesis. Your school or department may have additional information on the process for your area of study.

Format Guidelines & Authoring Tools
- Online Submission FAQs
- PDF FAQs

Intellectual Property & Publishing Agreements, Guides & Policies
- Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities
- Copyright Laws Around the World
  A supplement to Copyright Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities
- Protecting your copyright
  Provides guidance on avoiding copyright infringement and protecting the copyright you have on your graduate work.
- Why Copyright

Publishing Guides
- Preparing your manuscript for submission (including supplemental files)
  Provides guidance on how to embed fonts and other issues important to preparing your manuscript for submission.
- Subject Categories
  A complete list of the available UMI subject categories.
- Open Access Publishing PLUS compared to Traditional Publishing
  More information on the publishing options available to you, and why you might choose one over the other.
- Delayed release and other publishing options
  Provides guidance on why you may or may not want to put an embargo or sales restriction on your graduate work.
- Authors - Third party discovery and access to your dissertation/thesis
Resources – GW ETD Website
www.library.gwu.edu/etd
ETD Submission Process
Flow Chart

Student submits final and approved Manuscript to the ETD Website. Turns in completed ETD Approval Form to Graduate School.

Library ETD Administrator reviews the manuscript for compliance to university and school formatting guidelines.

Manuscript meets University formatting guidelines.

YES

Library ETD Administrator assigns manuscript to the ETD School Administrator for a final manuscript check and approval.

Student makes requested changes or provides paperwork.

Step 1. Student is cleared for graduation by the Registrar’s Office. Step 2. School ETD Administrator accepts the manuscript.

Manuscript is delivered to the GWU Institutional Repository and ProQuest simultaneously.

Manuscript or metadata (if embargoed) is published to ProQuest Database in 6 to 8 weeks.

Communication sent to student from ETD/School Administrators via ETD Submission website.

Student makes requested changes and uploads the revised manuscript as a .pdf to the ETD website.

ETD Administrator sends email with requested changes for manuscript to comply with formatting guidelines.

No

 Manuscript is correct; All required paperwork has been completed and submitted.

YES

Student makes requested changes or provides paperwork.

School Administrator sends email to request changes to manuscript and/or appropriate paperwork needed to clear student for graduation.

No
You have crossed the finish line when ......

Dear [Your Name],

Congratulations. Your submission, [ETD Account No.] has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing.

Regards,

[Your ETD School Administrator]